Applying for Positions on USA Jobs By Elaine Adkins Closed Captioning for Video

Hello, my name is Elaine Atkins and I'm in HR specialist with the US Department of Health and Human Services in human resources Department. At this point, we will start he how to apply online through USA Jobs. As you can see, on the screen, we are at home page of USA Jobs. For the sake of time, we have a ready created an account for this training session. Therefore, we will click on "sign in online." The top right hand corner of the screen. We will now move a quarter of the page down and click in the first and type in our login.

And we will click on "next and moved to the second box and type in our password. Next we will hit the "tab" key and click on "I agree, sign me in." Next, we will move to the USA Jobs page that highlights from USA Jobs. At this point, we already know the vacancy announcement number of the position we want to apply to so we will move to the web box at the top of the screen. And click inside the box and type in the announcement number for which we would like to apply to. At this point, this number is HHS-FDA-01-MP-12-557610.

And hit the "tab" key and the move over to the blue box what the white arrow to the right of "where." Click on that and move to the next page. On this page, we have the search results. One of one. Which is the "program analyst." So we will click on the link for the program analyst because we would like to apply to this position.

We will move to the next page which shows us the vacancy announcement. It has the overview, duties and qualifications, benefits, other, info, and how to apply information. At this point, we know we want to apply to this position. We will continue to move over to the right under the "go to" section and click on the blue box to apply online.

Now, we have moved over to the "apply online section of USA Jobs . As you can see, on this page, we have the job announcement number, job title, the great -- grade, agency and job location. Below that, you have resume and at this point, you will select the one that you have stored in USA Jobs that you would like to send over for this position for which we are applying to. At this point, we will select the second resume.

Which is "program analyst." The next box, you have attachments. We will select "all documents" that we would like to send over for this application package. For the first one, we would like to select the D2-14. And click under select and collect -- and select D2-14. And select more than one document. In order to do that, hold down the control key. And select the next document. At this point we will select "other" and "Vetletter." And go down and select SL15 and SL50 in the transcripts. And then you will lift off of the control key.

Use the far right hand control for two scroll down the page. Next, you have three paragraphs. We will read the first one. I have previewed my resume. And the select a document includes the information that I wish to provide with this application and if this is true and correct, you will check this box to the left. The second one, says allow me to attach demographic information to the application. Review or update your demographic information. We don't need to do that at this time. We agree with this information so we will select the box to the left of the word "allow." And the third., You are certifying to the best of your knowledge and belief that all information submitted by me for the applications for this is true and complete and made in good faith.

Therefore, I will select this box as well which is also to the left of the letter "I." Below this paragraph, with two options. The option to hit "cancel" and the option to "select and apply for this position now. We will check the position to apply for this position now. Next, we will move on to the system for the food and drug administration. Wait 15 seconds or select the button that says "take me now. we will select now.

Then we move over to the food and nutrition office system which is the application manager system. We will select the box that says "proceed with my application now." On this page, it is a biographic information page. On this screen, you should see in the top right hand corner, you have the option to go back to the main page. To the right of that, you have importantly. And continue to move to your right, the third box says "help" and the fourth box is locked out. Below logout it says the username. And back to the left and in the middle of the screen, you have the job title, announcement number and the USA Jobs control number and the applicant name and underneath that you have the option to change your name.

If you come down further, you have previous. And then to the right of that is "next and --" and pass that is "save. The previous one is grayed because there isn't a previous page at this time. For there to your left, in the top corner, under "application manager" screen is the navigation bars. As we continue to hit "next on each page, we will move down the navigation bars.

Back to the middle of the page. You have the biographical data. This information is being pulled from USA Jobs. Therefore, we will scroll down and verify that this information is correct. And anything that needs to be changed in any way, you will click in any of the boxes and make the edits at that time. For instance, for the address, and the first box, I have my address, at this time, I need to add my apartment number. So I will click in the second box below the address and type in my apartment number.

I will spell out the word "apartment." And then I will scroll down using the far right scrollbar scroll down to continue to verify my information. My city. My state. If that code. Country, we can leave that blank. Telephone number. I have that there. And the contact time. I can make a selection by clicking on the down a rope box and select -- down arrow box and select "either" and I can also add a fax an extension number which are not going to do this time. Next, I have the e-mail address which is accurate. Citizenship. I am a citizen so I don't need to make any additional changes. So I'm going to select "next" at the bottom of the page.

I have moved over to the eligibility information page. As you can see, I am moving down the navigation part of the eligibility information has turned blue. The boxes turned blue. So now I am on eligible information page. Again, the middle of the page, the job title, announcement number, application name, all of that information, along with the user information and the top mainstream, the navigation information has the important links and then help and log off. Those navigation bars continue to follow on each of the pages.

Below that, you have an Xbox which is the lowest grade. At this point, I have the option to enter the lowest grade label — level that I will accept for this position the lowest one for this position is GS9. I will select the drop down arrow box and select the lowest grade that I will accept for this position. I will accept "9" at this point. Go down further, the next box. The preference claim. As you see, I have

already selected the disability preference claim. Which was pulled off of USA Jobs for me.

The next is the date of active duty. Military service. At this point, I need to add my date. Click on the drop-down box. As you can see, there is a calendar there. I can select from the calendar or I can type it in. At this point, I will type in my date. January 1 January 1, 1980. And I will tap over and go to the "to" box to do the same. And enter the "to" box which is January 1, 2010.

Now I will scroll down a little further using the far right-hand scrollbar. And the next box is the occupational specialty. For the specialty. The program analyst. It is the position. It has been selected for me. I will not make any changes to that box. Next, continue to scroll down further. And have the geographical availability. At this point, I will select at least one geographic location in which I am interested in and will accept employment.

This position only has one location available for me. Which is silver Springs, Maryland, United States. And that box is also checked for me. The last box on this page is a transition assistance plan. I have the option to select either career to the -- transition were agency career transition plan. At this point, I will be those two boxes link. And click "next" at the bottom of the -- of the page. We have moved on to "other information." The

The many bars are still the same. In the middle of the screen, we now start off with the employment availability. The first one is full-time employment. Warty hours per week. And select that box. Part-time employment. I don't want part-time work so I will not select those boxes. The next section is temporary employment. I don't want any temporary employment. Therefore I will not select those boxes either. The next one is jobs requiring travel or when from home.

I will select the first one which is 1 to 5 nights a month. I will select the first one. Now I will scroll down using the scrollbar to the right. Next, I had the interagency career transition transition -- career transition program. Are you eligible? My options are yes or no. The option I would choose for this position is no. The next question is preference? As identified? As defined by the Department of Interior? My options are yes or no. I will select know for this question. Next is the public law. 94-37 Eligible. Are you eligible

based on this? For the scholarship recipient? My response for this would be no.

Again, using the scrollbar to the right, scroll down in these are the remaining questions for this position. The next question, schedule A eligible? Are you available -- eligible for the federal program for persons with disabilities? For this question, I will select yes. The next question, [Indiscernible -- low volume]. Are you a PHS Commissioned officer? My response to this will be no.

The last question is eligible for noncompetitive appointment? Are you eligible for noncompetitive appointment under a special authority such as the veterans. In authority or former Peace Corps personnel or current postal personnel? I will select yes for this question.

Scrolling down a little further. The next section is miscellaneous information. Are you a male at least 18 years of age? I am and females of this question is not applicable to me so I will select the third option which is not applicable. Next, we have availability date. We will click on the dropdown box. Again, you have the option to select from the calendar. Or you can type in a date. We will use the calendar for this month and we will select today.

Next, we will select "next" and open the next screen. Now we have moved on to the assessment questionnaire. We have section 1. Notice here, and section 1, to the far right of this box, it tells you how me questions are in the assessment. We have 19 questions to answer. Okay? Potion number one says, from the description below, select the one which best describes your education and/or experience and meet the minimum qualifications or quality -- or requirements for a program analyst GES 349.

You have four options. One year specialized experience. I have two years of progressively higher-level graduate education leading to a Masters degree. Or the equivalent combination of related education and experience. Or you do not possess these specialized experiences and/or education described above. Question number one, we will select "A" -- we have one year of specialized experience for this position. They go down and select "next" to go to the next section. Section number two. For the questionnaire. On the navigation bars. Question number two. It asks the same question but it's for the 343 -11. Therefore, for option number "A" you have one year specialized

experience or "B" three years of graduate education. Or "C" equivalent combination or "D", I do not have the specialized experience or education described above. For this once we will describe in use "D". For this position and we will select "next" to go to the next selection. Section 3. Are you currently including drug administration employee? We will select know for this question. Which is option "B" and then we will select "select."

The next section which is section four, we will answer the question for each of these in this group, we will choose the statement from the list low that describes your experience and or education. Starting with question number four, with databases related to document tracking, approval and/or assessments, question number four. Again, we have five options for this section. Starting with "A", I have not had education or training or experience in this task. Or "B", I have had training but have not yet performed it on the job. Or "C", I have performed this task on the job. And I work on this task and was monitored closely by a supervisor or senior employee to ensure compliance with the proper procedures.

"D", I have performed this task is a regular part of a job. I have performed it independently and normally with that reviewed by a supervisor or senior employee and option "E", I am considered an expert in performing this test or I have supervised or formants of this task or am normally the person who was consulted by other workers to assist them in doing this task because of my expertise.

For question number four, we will select option "E" -- okay? Scrolling down a little bit further. Using this on the right, we will read question five. It reads, identify and analyze and recommend solutions for problems pertaining to work area, we will select option "B", I have had education or training in performing the task but have not yet performed it on the job. Session number six. A wide range of guidelines and regulations performed for the task. We will select "C." Question seven. And Turks it's -- interpret and apply the guidelines and policies, we will select "C". Scrolling down, using the scrollbar to the far right, there are no other questions on this page to answer.

Therefore we will select "next" at the bottom of the page and go to the next page. Section 5 start to question number eight. And life background information as it pertains to the various status reports and notifies supervisor of pending

delays and the reasons, we will select option "D." Question number nine, gathers and organizes narratives and statistical information using established methods and techniques, we will select option "D."

Scrolling him down a little further on this page, -- scrolling down a little bit further on this page, we will go to question number 10. The regulatory information. The document and status reports for presentations, we will select option "E" for number 10. Number 11, validate and research is an update applicant data, information for various medical device reports, we will select option "D" for question 11. Scroll down a little further and we will select "next" to go to the next page.

We are now on section 6. Starting with question 12. Designs and provides document tracking reports on submission status. We will select option "B" and question 13, provides weekly technical status reports related to statutory deadlines, we will select option "C". And scrolling down further on this page, using the scrollbar to the far right, we will go to question number 14. Identify and translate official regulatory letters, and select option "E."

Question 15, prepares status reports, for regulatory or scientific summaries and/or instructions, we will select option "E" for number 15 at the bottom. After that we will select "next" to go to the next page. We have moved on to section 7 of the assessment which in their. And we will start with question number 16. Provides administrative and regulatory guidance and advice to the division and/or support staff members, we will select option "E" for number 16. Number 17, reviews and analyzes data and industry inquiries, regarding the status of medical device or invoices or projects, we will select option "C" for 17.

Scrolling down, using the scrolling Barchetta right, we will move on to question 18. Initiate answers and chordates or communication with a wide range of individuals regarding technical and scientific information and we will select option "D" 418.

Question 19, evaluate and/or response to questions by researching and gathering and compiling relevant information in logical format, we will select option "D" for 19. At the bottom of 19, we will select the option "next" to go to the next section. At this point, we have gone to the "review document section. We have reviews documents into the right of that, you

have a link for "what document our -- accepted or required. Click on that link so you can go to the vacancy announcement to see what document are accepted and/or required. As you can see on the screen right now, we have moved onto the USA Jobs they can see an announcement number. And the announcement.

And click on "how to apply." And scroll down a little bit to the required document section. As you can see, under the required documents, you will see which documents are required for this position. Okay? If you forgot what the documents are that are required or accepted for that, you can click on that link and it will bring you back to that announcement or you can see which documents are required.

Going back to the application manager, the table. You have the document in the application package for this vacancy number. When we are in right now. And we will scroll down using the internal scrollbar. To the right of the original filename. And you can see which document -- documents have already been submitted to go along with this position in which we are applying to. We use the outside far right scrollbar to scroll down. As you can see at the bottom of the screen, you have another table which shows you which documents are available for reuse.

If we want to add a document to the list of documents to be sent over for this position which we are applying to, we can click on one of the boxes and then add to the application call him. Click on the box. -- call him. -- column. Click on the box. And review selected documents. Click on that box. And now it brings you back to the top of the page and you can use the internal scrollbar in this table and scroll down. Now you can see that it is added to the other document. And it gives you the dates. In the next column. To your right. And it shows that you uploaded that document. And the fourth column says updating process.

And it tells you which document we uploaded. The disability letter document. On the external scroll, we are going to scroll back down. Okay? And then we will hit -- go to the next page. At the bottom of the page. Now we have been brought to the upload document. This one, if you would like to upload any documents, you can do so at this time. The first step would be to select the document. Click on the drop-down arrow for select document type. And you can see the options and you have resume, transcript, SL50, DL214, OF306, other documents and other.

Select one of these. At this time, we will select, "other." And you will find the document want to browse on your computer, select the document that you want to use for this position. The third thing, select "upload." As you can see on this page, you can see it says upload successful and the document that you added was uploaded successfully. Under uploaded documents, it moved from processed within one hour. If you decide to fax in a document am a it may take anywhere from 2 to 3 days to appear as processed. We will scroll down using the far scroll down or. -- bar.

As you can see using this table, using the internal scrollbar, you can see what other documents are on file. At the very bottom of the page, you have the faxing tips along with upload information. And the option to click on "help" if you need additional assistance. And also if you need to -- you have access to the fax cover sheet by clicking on the link that says "click here."

Scroll down a little further and then select "next" at the bottom of the page. Now, we moved to the "submit my answers" page. You have a table with two columns. The first column, to the left, it is "ready to submit." Click on the box that says "ready to submit." And the next column is not ready to submit. You can go back through any of these fields to the left in the navigation part. Or you have the option to log out. At this point, you are ready to submit the answers.

Click on "submit my answers." We have now come to the end of our announcement. We have completed our application package and we have received the confirmation page. Once you have received the confirmation page, it says "confirmation of your submission to USA Staffing." Which means you have completed the application pay -- packet for this omission. It shows you the details and the option to return to USA Jobs. And you have the option to click on "main" and you importantly. And you have the option to lock out. At this point, we will select "main" and go to the main page.

Here, on the main page, as you can see, on the first table, here is my application package. This show shoot every vacancy announcement that you have applied for. Through application manager. It has the status of the position. The modification date. The closing date. And the control number for USA Jobs. Scroll down a little further on this page. And we have two boxes down here at the bottom. To the left. And you can start

the application package. And the vacancy number. Or the USA Jobs control number. Type that in and select "goo ." To the right of that box is the profile information. You can click on "edit or file" and change the information. Scroll back to the top.

We will select one of our vacancies so we can show you additional information on the vacancy. As you can see, on your status, as you were doing your announcement, for which you have applied for, it tells you the status whether it is complete or there is additional information you need to submit. We will select one of our announcements.

And we will go to the next page. Here you see the application package status. It says this is complete. With the job title. The vacancy ID number. Your announcement number. The USA Jobs control number. The applicant name. The closing date. The contact information. And you also have the option to view the announcement again. And change your answers. At documents. Update your biographical information. And view and print your answers that you submitted for this particular application.

A little further down, you have two tabs. Detailed and checklist. We are currently on the details tab. Below that, you have assessment. It shows you the status of your assessment. Which shows it is complete. It is an assessment questionnaire. And it has the dates for when you submitted it. The next section is the document and the status of your document. The document type. Source. Date receipt. And the original file name. Using the out side scrollbar, we will scroll down.

Go back and to the internal scrollbar under document and scroll down to see what documents have been processed and which document have not been received. Next section is "messages." You can view your document and shows you them -- the document type. It shows an acknowledgment letter. And the date it was e-mailed to you. Any other letters that will come through the HR specialist, those documents or letters will show up here on messages. The last section is the application processing status. And you can view this. And it shows you this is complete for when it was submitted. Go back to the top for the checklist. And we are going to click on "checklist" to the right of the details.

It shows you the status. The item. And at that document was required or not. As you can see, the assessment questionnaire

was required. And the status is "okay" which means it was received okay. And the second one is resume. Which was also required. And also submitted okay. The third option was "other veterans document? And it was received okay. It was not required. But if you wanted to be considered for any veterans preference, you would have to consult with the job announcement.

We will go back to the main page. And click on the "main" box. Now we are back to the main page of my application packages. This concludes how to apply online using Application Manager for USA Staffing along with USA Jobs. At this time, we will lock out. Thank you